

Pellissippi State Technical Community College  
Student Accounts and E-mail

Access to E-mail accounts, on campus computer login, WebCT (online courses), and Library Services all use the same username and password. You must access your E-mail or on campus computer and change your password before you can login to these services.

**Getting Started → To log in to a campus computer using Windows XP**

Password – Returning students, same password as you used last semester. New students it default's to your six digit birth date  
Example: 040370 for

Verify domain



User name is the letter s with an underscore (not hyphen); then your first initial, middle initial, and last name.  
\* ex: s\_ajlastname

## Getting Started → To log in to your E-mail Account using Windows XP

From the Pellissippi State Homepage at <http://www.pstcc.edu> click on → Web Mail → click on → click here (to login)  
Please note any system messages on this page, as well as links to documentation such as frequently asked questions.

If you are using Windows 2000, 98 or 95 [click here](#)

Microsoft Office  
**Outlook Web Access**  
Provided by Microsoft Exchange Server 2003

username@pstcc.edu:  
Password:

Log On

Client (what's this?)  
 Premium  
 Basic

Security (what's this?)  
 Public or shared computer  
 Private computer

Use default if not sure

To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.

Password – until you change it, is your six digit birth date  
Example: 040370 for April 3, 1970

[Click here](#) to view more information on password change screens

User name is the letter s with an underscore (not hyphen); then your first initial, middle initial, and last name.  
\* ex: s\_ajlastname

You must enter **domain** information @pstcc.edu or log in will not connect

**Please note:** The computer will ask you to change your password the first time you log in to E-mail. As soon as you complete the password change, you should log off and log back on using the new password to prevent problems with your password. New passwords must be at least six alpha or numeric characters.

Username:

- If you do not have a middle name, your username will be: first and second characters of first name, then full last name.
- If two people have the same first initial, middle initial and last name, this rule also applies.

Still need help? Find **more detailed** instructions here:

[Instructional Tips and Information](http://www.pstcc.edu/departments/itsc/owainfostudent.pdf) <http://www.pstcc.edu/departments/itsc/owainfostudent.pdf>

[Frequently asked Questions](#)

<http://www.pstcc.edu/departments/itsc/faqstudent.pdf>

**Please Note:** If you try unsuccessfully to access your account six times or more (using correct username but the wrong password) your account will be deactivated as a security precaution. You must wait 30 minutes to try again or contact the Lab Assistant at one of the four campuses' [Computer Open Labs](#) or the [HelpDesk](#) to have your account reset. A photo ID is required for password changes.